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MAY 1967

DD/S REGIS

FILE *Accounting 9*

MEMORANDUM FOR: Deputy Director for Plans
Deputy Director for Science and Technology
Deputy Director for Intelligence
General Counsel

SUBJECT : Pay for Irregular or Intermittent Duty
Involving Physical Hardship or Hazard

1. The attached memorandum from the Director of Personnel to you presents a policy proposal which should, I believe, be resolved in substance before we proceed further. As I see it the questions to be answered are these:

a. Do we wish to adopt the limited provisions of the Hazard and Physical Hardship Pay regulation issued by the Civil Service Commission as authorized by PL 89-512?

b. Do we wish to develop a scheme of our own?

c. Would the administration of the CSC regulation or any self-generated regulation affect or nullify the gains?

d. If we adopt the CSC regulation will its applicability to General Schedule (GS) employees only create problems for us that will outweigh the gains?

2. It will be appreciated if you or your representative will meet with me to discuss this proposal at 1400 hours on Friday, 12 May, in the DD/S Conference Room, 7D-32.

SECRET 10 APR 1967 E. M. Warfield

Alan M. Warfield
Assistant Deputy Director
for Support

Att

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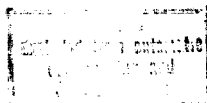
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ADD/S:AMW:ews (8 May 67)

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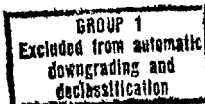
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6 JAN 1981

MEMORANDUM FOR: Director of Communications
Director of Finance
Director of Logistics
Director of Medical Services
Director of Personnel
Director of Security
Director of Training

SUBJECT : Regulatory Issuances

1. The Inspector General has recently completed a survey of the Agency's Regulatory System and submitted his recommendations for its improvement. In response to these recommendations I have addressed a memorandum to the Executive Director-Comptroller, Inspector General, General Counsel, and the other Deputy Directors requesting the participation of their representatives in a Committee on Regulatory Issuances under the Chairmanship of the Assistant Deputy Director for Support. The Committee will consider policy innovations or changes before they are injected into the regulatory process in order that significant policy issues may be resolved and the policy agreed upon by the Committee can be incorporated into the regulations before they are coordinated.

2. In response to other recommendations, the following procedures will be implemented. The initiator of any regulatory issuance will henceforth submit it directly to my office as soon as it has been drafted to his satisfaction without attempting to get agreement from other interested offices or Directorates. In making the submission the need for the issuance should be explained and justified, any new policy or proposed change to existing policy should be highlighted, and any issue which the initiator may expect to be controversial should be identified. Proposals will be reviewed in my office for a determination of need for the issuance and evaluation of the policy implications. If there are policy implications, the issues will be presented to the Committee on Regulations for consideration before the proposed issuance is circulated for the normal coordination processing. The initiator will be represented at the Committee meeting when his proposal is being discussed. After the Committee has agreed

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upon the policy which should be adopted by the Agency, the proposed issuance will be revised to incorporate the policy guidance offered by the Committee's conclusions. The proposal will then be coordinated with other interested Support Offices and circulated for the normal coordination processing. Proposed issuances where there are no apparent or potential policy problems will be coordinated as soon as possible after they are received. Realistic deadlines for completion of the coordination process will be established. If any of the coordinators are unable to comply with the deadline, they may submit requests for exception to me through the Committee member concerned.

3. Essentially, the Inspector General's survey considers that the Agency Regulatory System is a good one. The principal criticism levied against it relates to the time required to prepare, coordinate, and publish proposals. It is expected that the effective use of the Committee and processing procedure described above will serve to expedite processing appreciably through the more direct approach of highlighting and resolving policy issues before they are injected into the regulatory process. In most cases it is anticipated that the original submission of regulatory issuances will suffice and the need to return proposals for further review and refinement will be minimal.



Deputy Director
for Support

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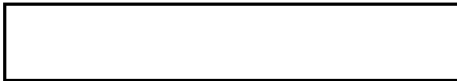
MEMORANDUM FOR: Inspector General**SUBJECT** : CIA Regulatory Issuances**REFERENCE** : Memo dtd 18 Oct 65 to DD/S fr IG, same subj.

1. I appreciate the study your office made of the Agency Regulatory System last fall. I consider your suggestions constructive and I have implemented them wherever practicable.

2. A Committee on Regulations has been established and is functioning under the chairmanship of the Assistant Deputy Director for Support. The other Assistant Deputy Directors serve as members together with representation from the Office of the Executive Director-Comptroller. Procedures have been implemented to require the need for proposed issuances to be explained and justified. Any issue which the initiator may expect to be controversial is to be identified. Proposals will be reviewed in my office for a determination of need and an evaluation of the policy implications. The issues will be presented to the Committee on Regulations before coordination. Proposed issuances where there are no apparent policy problems will be coordinated as soon as possible after they are received. Realistic deadlines for completion of coordination will be established.

3. I have received proposals from the Office of the General Counsel as to the form of the Agency regulatory issuances. We have agreed to eliminate the statement from regulation transmittal sheets which prohibits their being filed in the regulations manual. We have also agreed that we would consider the feasibility of using transmittal sheets or instruction sheets with notices that are regulatory rather than informative in character. Notices announcing assignment to key positions will normally expire at issue inasmuch as it is the official personnel action, not the notice, that accomplishes the appointment.

4. As to changes in the format of the regulations, this requires further study and a great deal of effort which is not feasible at this time. However, this matter will be given further consideration, and efforts will be made to pursue this study as adequate manpower becomes available.


R. L. Bannerman
Deputy Director
for Support

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MEMORANDUM FOR: Executive Director-Comptroller
Deputy Director for Intelligence
Deputy Director for Plans
Deputy Director for Science and Technology
Inspector General
General Counsel

SUBJECT : CIA Regulatory Issuances

1. In response to a request by the Deputy Director for Support, the Inspector General has recently completed a survey of the Agency's Regulatory Issuances System. A copy of the Inspector General's memorandum stating his recommendations is attached for your information. While I consider these suggestions to be constructive and useful, I do not believe it is practical to implement them completely in a context of their most literal interpretation.

2. I agree that a committee to consider policy innovations or changes before they are injected into the regulatory process can serve a useful purpose. I would like to establish a committee for this purpose under the chairmanship of the Assistant Deputy Director for Support with the other Assistant Deputy Directors as members together with appropriate representation from the Offices of the Executive Director-Comptroller, the Inspector General, and the General Counsel.

3. In response to other recommendations, I plan to install a procedure whereby the initiator of any regulatory issuance will submit it directly to the Deputy Director for Support with an explanation and justification for its consideration for publication. Proposed issuances will be reviewed in my office to determine whether there are policy implications or a recognizable potential for controversy and if there are, the issues would be presented to the committee for consideration before being circulated for the normal coordination processing. The initiator of a proposed issuance will be represented at the committee meeting where his proposal is being discussed. After the committee has agreed upon the policy which should be adopted by the Agency,

the proposed issuance would be revised to incorporate the policy guidance offered by the committee's conclusions and circulated for the normal coordination processing. Proposed issuances where there are no apparent or potential policy problems will be coordinated as soon as possible after they are received. Realistic deadlines for the completion of the coordination process will be established and if any of the coordinators are unable to comply with the deadline, they may submit requests for exception to the Deputy Director for Support through the committee member concerned.

4. Essentially the Agency Regulatory System is a good one. The principal criticism levied against it relates to the time required to prepare, coordinate, and publish proposals. I believe that the effective use of the committee and processing procedure described above will serve to expedite processing appreciably through the more direct approach of highlighting and resolving policy issues before they are injected into the regulatory process.

5. The committee will be convened by the chairman as required. I would not expect this to mean more than five or six meetings a year.

R. L. Bonnerman
Deputy Director
for Support

Attachment

Memo dtd 18 Oct 66 to DD/S from EG,
same subject

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18 OCT 1965

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : CIA Regulatory Issuances

1. In response to subparagraph e. of Col. White's memorandum DD/S 65-1607, there is attached a report of findings, conclusions, and proposals for improving the working of the system for CIA regulatory issuances.

2. Based upon this report, it is recommended that:

a. The Deputy Director for Support request the Executive Director-Comptroller to establish a Committee on Regulations, under the chairmanship of the Deputy Director for Support and comprised of senior representatives from each directorate and independent office, to review proposed regulations that involve innovations of policy or that are the subject of disagreement between the originating office and other offices.

b. The Deputy Director for Support require, before accepting a proposed regulation for coordination,

(1) That the originating office comply with l.b., which specifies that the originating office "shall obtain the comment of other offices having related or interdependent responsibilities and functions or whose activities or personnel are substantially affected thereby, before submitting it. . ."

(2) That the originating office submit a detailed justification of the proposed regulation.

c. The Deputy Director for Support, after accepting a proposed regulation, before commencing coordination shall,

(1) Review the proposed regulation to evaluate its need and its effect on existing regulations,

(2) In those instances where there are policy innovations or apparent differences between originating offices and other offices, submit the proposed regulation to the Committee on Regulations.

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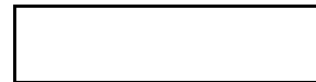
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d. The Deputy Director for Support fix and enforce a specific deadline for the coordination of each proposed regulation, not to exceed 30 days. A longer coordination period may be granted on written request. Noncompliance with the deadline shall be brought to the personal attention of the offending directorate's member on the Committee on Regulations.

e. A special effort be made to minimize the use of book dispatches in lieu of regulatory issuances.

f. The Office of the General Counsel be requested to submit recommendations on the form of regulatory issuances, paragraphs, organization, and on documentation of the history of amended regulations.



J. B. Earmen
Inspector General

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Attachment
(Report: CIA Regulatory Issuances)

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(1) Review the proposed regulation to evaluate its need and its effect on existing regulations,

(2) In those instances where there are policy innovations or apparent differences between originating offices and other offices, submit the proposed regulation to the Committee on Regulations.

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d. The Deputy Director for Support fix and enforce a specific deadline for the coordination of each proposed regulation, not to exceed 30 days. A longer coordination period may be granted on written request. Noncompliance with the deadline shall be brought to the personal attention of the offending directorate's member on the Committee on Regulations.

e. A special effort be made to minimize the use of back dispatches in lieu of regulatory issuances.

f. The Office of the General Counsel be requested to submit recommendations on the form of regulatory issuances, paragraphs, organization, and on documentation of the history of amended regulations.

J. S. Harman
Inspector General

Attachment
(Report: CIA Regulatory Issuances)

OIG/ [] lcp (14 Oct 65)

Distribution:

Orig. & 3 - Addressee w/att.
1 - IG Subject w/att.
1 - IG Chrono
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CIA REGULATORY ISSUANCES

Background

1. The suggestion for review of Agency regulatory issuances was included as one of a number of areas for Inspector General exploration in a memorandum from the Deputy Director for Support of 7 April 1965. In his memorandum Colonel White stated, "the Agency regulatory process has also been a vexing and time-consuming process which, in my judgment, continues to leave a great deal to be desired. Practically all components of the Agency are at times involved, and, of course, any change in regulations has an Agency-wide effect. There are a number of questions involved: Is our coordination system right? Is there a duplication between Agency regulatory issuances and other intra-Agency issuances, employee bulletins, financial instructions, etc.?"

Time and Scope

2. The review consisted of interviews with senior representatives of the four Agency directorates and of the Office of General Counsel, the Chief of the Regulations Control Staff/DOS, and the Chief of the Publications Control Group/DWP. Substantively, the review was restricted to an examination of the methods which are used to develop, coordinate and distribute Agency regulatory issuances. To assist the evaluation of the current Agency system, the State Department regulations and the 1956 Inspector General report, "Survey of CIA Regulations," were consulted.

Types of Agency Regulatory Issuances

3. Two directorates issue regulations, instructions and notices which are Agency-wide or affect more than one Agency directorate.

a. The Deputy Director for Support has the primary responsibility for developing, coordinating and distributing Headquarters Regulations (HRs), Headquarters Notices (HNs), Headquarters Handbooks (HHs), and all Employee Bulletins.



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